

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M249
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Agency City of Westminster-Supersedes Schedules M42 & M52		Division/Unit City Government
Item No.	Description	Retention
	SECTION 1. CITY CLERK	
1.	Correspondence	Screen and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer every 5 years to the State Archives. Retain all other material for two years, then destroy.
2.	Electronic logs: Ordinances, Resolutions, Annexations, Agreements, Agendas, and all other electronic logs	Permanent. Transfer every five years to State Archives in accordance with Archives rules and regulations.
3.	Original Ordinances	Permanent. Scan or microfiche and transfer latter and originals to State Archives after ten years in accordance with Archives rules and regulations.
4.	Original Resolutions	Same as ordinances.
5.	Mayor and Common Council Minutes	Same as ordinances.
6.	Original Agreements	Permanent. Scan or Microfiche ten years after agreement is no longer in force. Transfer latter and original to State Archives every five years in accordance with Archives rules and regulations.
7.	Mayor and Council Meeting Packets — agendas, cover memoranda; draft legislations; reports; etc. compiled for each regular meeting	Permanent. Scan or microfiche after ten years. Transfer latter and originals to State Archives every five years in accordance with Archives rules and regulations.
Schedule Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist
Date <u>2/28/12</u>		Date <u>3/14/2012</u>
Signature <u>Marge Wolf</u>		
Typed Name Marge Wolf		Signature <u>Edward C. [Signature]</u>
Title City Administrator Acting City Clerk		

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Item No.	Description	Retention
8.	Citizen Petitions not Covered in other files	Five years after last activity, then destroy.
9.	Meeting Materials for Outside Committees and Groups (e.g. Local Government Insurance Trust Committees)	Retain for one year and until administrative value ceases, then destroy.
10.	Budgets	Retain for 3 fiscal years, then destroy.
11.	Election Judges' Statements of Return	Six months after election, then destroy.
12.	Clerk's Certifications of Election Results	Permanent. Scan or microfiche after six years then transfer latter and originals to State Archives every five years in accordance with Archives rules and regulations.
13.	County Votes Cast Abstracts	Permanent. Scan or microfiche after six years then transfer latter and originals to State Archives in accordance with Archives rules and regulations.
14.	Notices of Election	Permanent. Scan or microfiche after six years then transfer latter and originals to State Archives every five years in accordance with Archives rules and regulations.
15.	Eligible Voter Lists	Retain for three election years, then destroy.
16.	Petitions to Annex Land into City Limits and Accompanying Plats	Permanent. Scan or microfiche after ten years then transfer latter and originals to State Archives every five years in accordance with Archives rules and regulations.

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Item No.	Description	Retention
17.	Tapes of Meetings	Retain for one year, then destroy.
18.	Legal Notices	Two Years then destroy.
19.	Vehicle Titles	Retain until conveyed, then destroy.
20.	Solid Waste Permits	Current Year and two Preceding then destroy.
21.	Ethics Disclosure Forms	One year then destroy.
22.	Annually Renewed Licenses — Taxi, Solid Waste, Other	Five years then destroy.
23.	Parade and Demonstration Permits	Five years then destroy.

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Item No.	Description	Retention
	SECTION 2. CODE ENFORCEMENT	
24.	Code Enforcement (Month/Year) monthly case files	Retain permanently. Scan or Microfiche after 10 years. Transfer to State Archives every five years in accordance with Archive rules and regulations.
25.	Property Managers — rental/local agent registrations	Two years, then destroy.
26.	Office Information — interoffice correspondence and memos For City of Westminster	Two years, then destroy.
27.	Citation Information — specific subject information	Annually reviewed and destroyed when information becomes outdated.
28.	Court Case Files	Retain permanently. Scan or Microfiche after 10 years. Transfer to State Archives every five years in accordance with Archive rules and regulations.
29.	Housing Appeal Cases	Annually reviewed and destroyed when administrative value ceases.
30.	Specific Case Files (name/address)	Annually reviewed and destroyed when information or cases become outdated.
31.	Original Property Liens/Releases — red loose leaf notebook of hard copies	Permanent. Transfer every 5 years to State Archives.

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Item No.	Description	Retention
32.	Code Enforcement Correspondence and Photos	Screen and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer to the State Archives every five years in accordance with State Archives rules and regulations. Destroy other material no longer needed for current operations.
33.	Code Enforcement Data Base Property Lien Data Base Daily Administrative Contact Spread Sheet	Retain for three years or until no longer needed for reference, whichever is longer, then transfer every 5 years to the Maryland State Archives.
34.	Complaint Log Form Spread Sheet Agent Registration Data Base	Retain for three years or until no longer needed for reference, whichever is longer, then transfer every 5 years to the Maryland State Archives.

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Item No.	Description	Retention
35.	SECTION 3. ECONOMIC DEVELOPMENT	
	General Correspondence File — Correspondence, reports, forms and other records pertaining to the administration and operation of civic activities and internal management of this office	Screen and retain permanently all material related to the origin, development, functions, and accomplishments of the Agency, transfer every five years to State Archives. Retain all other material as follows:
	A. Program Correspondence — Correspondence relating to activities and projects of this office	Maintained annually. Destroy 3 years after end of year.
	B. Routine Administrative Correspondence — Routine requests for information, such as brochures and forms that require no administrative actions or policy decisions	Maintained annually. Destroy 1 Year after end of year.
	C. Memos — Memos to and from members of this Office	Maintained annually. Destroy 1 Year after end of year.
36.	Policy and Procedure File —	
	A. Documents for establishing policy or precedents for future and continued action coming from this office	Permanent. Transfer every five years to the State Archives.
	B. Copies of official documents pertaining to operating policy and procedures maintained for reference	Destroy when obsolete or no longer needed for reference.

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37.	Grant Files — Documentation pertaining to all grants received by this office including but not limited to financial documents, reports, correspondence, contracts, invoices, request for proposals (master copy only), etc.	Destroy 5 years after close-out of grant.
38.	Contract & Agreement Files — Copies of contracts for service or agreements administered by this office, rather than the Finance Department or other departments, that are not grant-related	Cut-off when completed and final payment is made. Destroy 3 years after cut-off.
39.	Purchase Orders & Invoices — Copies of all purchase orders issued and invoices received by this office; materials to be used as references for future purchases	Retain current and prior year. Destroy oldest year at the start of new current year.
40.	Budget File — This file contains information to the finances of this office; a copy of the current City budget; information, quotes, cost estimates & literature to be used in preparation of the office's budget	Retain current & prior year. Destroy oldest year at the start of new current year.
41.	Statistical Reports File — Monthly, quarterly or annual reports required for reporting to other government agencies that are not grant-related, such as Main Street Progress Reports	Retain current & prior year. Destroy oldest year at the start of new current year.
42.	Publication Files — <ul style="list-style-type: none"> A. Maintain one record copy of each official publication prepared or produced by this office. These include books, brochures, rack cards, event programs, posters, etc. B. Reference Publication Files — Copies of documents issued by other offices maintained for reference within this office 	Permanent. Transfer every five years to the State Archives. Destroy when obsolete, superseded or are no longer needed for reference purposes.

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Item No.	Description	Retention
43.	Press Clipping File - Chronologically arranged copies of newspaper articles pertaining to this office or its activities	Permanent. Retain for three years or until no longer needed for reference, whichever is longer, then transfer to the Maryland State Archives.
44.	Farmers Market Files - Documentation pertaining to the operation of the Downtown Westminster Farmers Market, including but not limited to applications, advertisements, correspondence, certificates of insurance, rules & regulations and invoices	Retain current and prior year. Destroy oldest year at the start of new current year.

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Item No.	Description	Retention
	SECTION 4. FINANCE	
45.	Budget Records This record series consists of: A. Budget Preparation Worksheets B. Final Budget Masters	Retain for the period specified below, then destroy. Current year + 3 years. Current year + 10 years.
46.	Payroll This record series consists of: A. Absence Reports B. Time Sheets C. MD State Retirement Pension Listings D. Federal and State Withholding Reports E. W2's and 1099's F. Deduction Reports G. Payroll Summaries H. Check Registers and Other Computer Printouts I. Other Payroll Reports and Information	Retain for the period specified below, then destroy. Current year + 2 years. Current year + 5 years. Current year + 5 years. Current year + 5 years. Current year + 5 years. Current year + 5 years. Current year + 5 years. Current year + 5 years. Current year + 5 years.
47.	Audit This record series consists of: A. Year End Workpapers B. Annual Audited Financial Statements C. Report to Fiscal Services D. Fixed Assets and Depreciation Schedules	Retain as specified below: Permanent — Transfer Every 5 years to the MD State Archives.
48.	Accounts Payable This record series consists of: A. Paid original invoices and check copies B. Check copies by check number	Retain for the period specified below, then destroy unless permanent. Current + 5 years. Current + 5 years.
49.	Personal, Real and Tangible Taxes This record series consists of: A. ST. Dept. Manual Assessment Certifications B. ST. Dept. Assessment Change Reports C. ST. Dept. Computer Personal and Tangible Certificates D. Personal, Real and Tangible Abatements E. Personal, Real and Tangible Trial Balance Reports F. Annual Real Estate Tax Sale Reports and Information G. Annual Real Estate Tax Roll Information	Retain for the period specified below, then destroy. Current + 5 years A through G.

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50.	Personal, Real and Tangible Taxes (Continued)	
	<p>H. Personal and Tangible Ledger Cards</p> <p>I. Real Estate Tax Roll Books</p>	<p>Permanent. Retain 5 years from date of final entry, then transfer to the Maryland State Archives.</p> <p>Permanent. Retain for 10 years, then transfer to the Maryland State Archives.</p>
50.	<p>Cash Receipts</p> <p>This record series consists of:</p> <p>A. Cash Register Tapes</p> <p>B. Water/Sewer Cash Receipts</p> <p>C. Tax Cash Receipts Computer Reports</p> <p>D. General Fund Cash Receipts Including Paid Tax Bills</p>	<p>Retain for the period specified below, then destroy.</p> <p>Current Year.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 5 years.</p>
51.	Water/Sewer	
	<p>This record series consists of:</p> <p>A. Self Reading Meter Cards</p> <p>B. Revenue and Consumption Reports</p> <p>C. Utility Billing Printouts</p> <p>D. Utility Billing Receipts Printouts</p> <p>E. Delinquent Utility Billing Printout</p> <p>F. Copies of Final Bills and Credits</p> <p>G. Other Water/Sewer Reports and Information</p> <p>H. Closed Projects</p> <p>I. Meter Books</p> <p>J. Receipts Detail and Deposit Slips Detail</p> <p>K. Sewer Application and Inspection Forms</p> <p>L. Service Records</p> <p>M. Service Address Index Cards</p> <p>N. Work in Progress</p>	<p>Retain for the period specified Below, then destroy.</p> <p>Current year.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p> <p>Current year + 10 years.</p> <p>Current year + 10 years.</p> <p>Current year + 10 years.</p> <p>10 years after inactive.</p>
52.	Accounts Payable/General Ledger Reports and Ledgers	
	<p>This record series consists of:</p> <p>A. Accounts Payable Computer Printouts</p> <p>B. General Ledger Computer Printouts</p> <p>C. General Fund Ledgers and Journals</p> <p>D. Sewer Fund Ledgers and Journals</p> <p>E. Water Fund Ledgers and Journals</p> <p>F. Tax Revenue Journal</p>	<p>Retain as specified below, then destroy if not permanent.</p> <p>A: Current year + 5 years.</p> <p>B: Current year + 5 years.</p> <p>C-F: Permanent. Transfer every 5 years to the MD State Archives.</p>

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Item No.	Description	Retention
53.	<p>Bonds</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. Bond Statements and Worksheets B. Redeemed Bonds and Bond Coupons C. Bond Ledger D. Other Bond Information 	<p>Current year + 5 years.</p> <p>5 years after total bond issue is redeemed.</p> <p>5 years after total bond issue is redeemed.</p> <p>5 years after total bond issue is redeemed.</p>
54.	<p>Bank Statements/Cancelled Checks</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. Bank Reconciliation Worksheets B. Duplicate Deposit Slips C. Statements and Cancelled Checks 	<p>Retain for the period specified below, then destroy.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p>
55.	<p>Federal/State Grant Program</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. Other Federal/State Grant Program Information B. Police Protection/State Aid C. Federal Revenue Sharing D. Public Housing Authority, Mod Rehab Assoc., and Housing Vouchers Workpapers and Journals E. Community Development Block Grant Workpapers & Journals 	<p>Retain for the period specified below, then destroy.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p> <p>5 years after grant closure</p> <p>Current year + 10 years.</p> <p>10 years after grant closure.</p>
56.	<p>Billing Invoices</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. General, Water and Sewer Fund Invoice Copies B. Various License Copies 	<p>Retain for the period specified below, then destroy.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p>
57.	<p>Inventories</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. Meter Inventory B. Gasoline Inventory C. Other Inventory Workpapers D. Water Materials Inventory Cards 	<p>Retain for the period specified below, then destroy.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 3 years.</p> <p>Current year + 10 years.</p>
58.	<p>Statistical Reports</p> <p>This record series consists of:</p> <ul style="list-style-type: none"> A. E.E.O. —4 Survey B. Other Statistical Reports 	<p>Retain for the period specified below, then destroy.</p> <p>Current year + 5 years.</p> <p>Current year + 5 years.</p>

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59.	Statistical Reports (Continued)	
	C. Water/Sewer Rate Study	10 years.
	D. Hurricane and Flood Damage Reports	10 years.
	E. Multi Year Financial Reports	Current year + 10 years.
	Bankruptcy Case Information and Claims	Retain then destroy one year after case becomes inactive.
60.	General, Water and Sewer Project Files	Retain then destroy after Current year + 10 years.
61.	Finance Department Correspondence	Screen annually, and destroy that material no longer needed for current business. Retain all other material for two years then destroy.

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Item No.	Description	Retention
	SECTION 5. HOUSING AND COMMUNITY DEVELOPMENT	
62.	Community Development Block Grant Files — contains Information about a Block Grant project from inception to State approved closeout.	5 years after final closeout by the State, then destroy.
63.	Community Legacy (CL) Grants — contains records on a project that used CL funds from grant application to State approved closeout	5 years after final report accepted by the State, then destroy.
64.	Maryland Affordable Housing Trust (MAHT) Grants — contains records on a project that used MAHT funds from grant application to project completion	3 years after completion of project, then destroy. If project must stay affordable for a specified length of time file must remain open unless sooner terminated by mutual consent of Grantee and MAHT or 3 years following completion.
65.	Special Loans Programs (SLP) Grants/Loans — contains grant applications and correspondence on projects that used funds from the Lead Hazard Reduction Loan Grant Program (LHRLGP), the Maryland Housing Rehabilitation Program (MHRP) and the Special Targeted Applicant Rehabilitation Program (STAR), through State approved closeout	3 years after State approved closeout, then destroy.

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Item No.	Description	Retention
66.	Housing Records for Section 8 Housing Choice Voucher Program <ul style="list-style-type: none"> A. Participant Files B. Inactive Participant Files 	Retain 3 years of file information, then destroy. Destroy 3 years after closeout of subsidy actions.
67.	Grant Files <ul style="list-style-type: none"> A. Community Development Block Grants B. Community Legacy Grants C. Maryland Affordable Housing Trust Grants 	Destroy 5 years after close. Destroy 5 years after close. Destroy 3 years after close of mortgage term MAHT obligation (10 or 15 years).
68.	Special Loan Programs – Department of Housing and Community Development	Destroy 3 years after loan or grant close.

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Item No.	Description	Retention
	SECTION 6. HUMAN RESOURCES	
	<u>Employee Benefits</u>	
69.	Active Insurance Policies, Contracts & Administrative Manuals — Health, Life, Disability, Employee Assistance Program (EAP) etc. and related documentation	Transfer to expired file upon expiration.
70.	Expired Insurance Policies, Contracts and Administrative Manuals — Health, Life, Disability, EAP etc. and related documentation	Retain 6 years and then destroy.
71.	Health, Life, Disability, and EAP Invoices and Reports — billing invoices, reports and related documentation	Retain 6 years and then destroy.
72.	Employee Insurance Census — current census of employee insurance elections	Until superseded then destroy.
73.	Annual Insurance Renewal — Health, Life, Disability and EAP, etc.	5 years and current then destroy.
74.	Unsuccessful Quotes and Proposals — Health, Life, Disability and EAP, etc.	1 year and current then destroy.
75.	Deferred Compensation and Matching Plan — Contracts, agreements and documentation	5 years after termination of Contract then destroy.
76.	Maryland State Retirement Agency — Agreements and benefits approval documentation	10 years after termination of Agreement then destroy.
77.	Maryland State Retirement Agency Coordinators Manual	Until superseded then destroy.

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Item No.	Description	Retention
	<u>Employee Records</u>	
78.	Active Employee Personnel Files — Employment Application; Employment Letter; Name/Address Changes; Attendance Records; Performance Documentation; Service Records; Policy and Handbook Receipts; Jury Duty; Military Leave; Disciplinary Actions; Employee Development; Service Award Notifications; Tuition Assistance, etc.	Transfer to inactive file when employee is no longer employed.
79.	Active Employee Benefits File — Pre-employment physical and drug screen results; Department of Transportation (DOT) Commercial Drivers License (CDL) Physical Results; Family Medical Leave Requests, Notices, Certifications and Records; Insurance and flex benefit enrollments and changes; COBRA notices; Life and Disability Insurance Claims and documentation; Maryland State Retirement and Pension forms and documentation; copies of Workers' Compensation First Reports of injury	Transfer to inactive file when employee is no longer employed.
80.	Active Employee Confidential File — Fingerprint copies and background check records	Transfer to inactive file when employee is no longer employed.
81.	Active Employee Commercial Drivers License File — copy of the employment application, written record for past employers, copy of Driver's License, State Driver's Records, copy of Department of Transportation Physical Card; Waiver of a physical disqualification, education and training documentation	Transfer to inactive file when employee is no longer employed.
82.	Grievance Files — Records of personnel grievances filed by employees	Transfer to inactive file when employee is no longer employed.

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	<u>Employee Records (Continued)</u>	
83.	Workers' Compensation Claim Files — Including Employee's Report of Injury; Accident Witness Statement (if any); Supervisor's Accident investigation; workers compensation insurance claim documentation and medical documentation related to claim	Transfer to inactive file when employee is no longer employed.
84.	Inactive Personnel Files — Personnel File plus Resignation/Termination Letters; Benefits File plus Consolidated Omnibus Budget Reconciliation Act Election and other insurance benefit notifications, Retirement/Pension Notices, Service and Disability Applications; complete Confidential File; Commercial Drivers License File; Grievance Files; Workers' Compensation Files; Payroll file transferred from the Finance Department	30 years after date of termination of employment then destroy.
85.	I-9 Forms — Immigration and Naturalization Services Form I-9 record of verification of citizenship and eligibility to work in the United States	5 years and current then destroy.
86.	Random Drug and Alcohol Testing Files — Quarterly random testing files	5 years and current then destroy.
87.	Flex Plan Payments — Flex Plan reimbursement reports	5 years and current then destroy.
88.	Active Year Salary Masters, Classifications and Step Scales — Fiscal year end salary master list, classifications/ranges and step scales	Transfer to inactive when superseded.
89.	Inactive Fiscal Year Salary Masters, Classifications and Step Scales — Fiscal year end salary master list, classifications/ranges and step scales	10 years then destroy.
90.	Other Employee Lists — Employee roster, Management Emergency Contact List, Terminated Employee, Retiree List, etc.	Until superseded then destroy.

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	<u>Insurance, Other</u>	
91.	Active Insurance Policies, Contracts and Administrative Manuals — Workers compensation, property, liability, automobile, etc. and related documentation	Transfer to expired file upon expiration.
92.	Expired Insurance Policies, Contracts and Administrative Manuals — Workers compensation, property, liability, automobile, etc. and related documentation	5 years then destroy.
93.	Insurance Claims — Property, Liability, Automobile, etc. claim reports, and related documentation, including Equal Employment Opportunity Claims information	5 years and current then destroy.
94.	Annual Insurance Renewal Documentation — Workers compensation, property, liability, automobile, etc.	5 years and current then destroy.
95.	Unsuccessful Insurance Quotes and Proposals — Workers compensation, property, liability, automobile, etc.	1 year and current then destroy.
	<u>Job Records</u>	
96.	Job Advertisement File — Internal Job Postings; Advertisements; Applicant Flow Data Form; Unsuccessful Applications	4 years and current then destroy.
97.	Background Investigation File — Police Department background investigation files for unsuccessful applicants	5 years and current then destroy.
98.	Affirmative Action Forms — Data forms completed by applicants	4 years and current then destroy.
99.	Job Descriptions — Written job descriptions	Until superseded then destroy.
100.	Position Description Questionnaires, Job Evaluation Analysis and Reclassification Documentation	Until superseded then destroy.
101.	Police Department Promotional Testing Records	5 years and current then destroy.

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	<u>Miscellaneous</u>	
102.	Various Routine Correspondence — Letters, memos, etc.	2 years then destroy.
103.	Paycheck Inserts	Current year plus 10 years then destroy.
104.	Studies and Surveys — Employee Opinion, Salary Studies, Etc.	Current year plus 10 years then destroy.
105.	Surveys — Completed — Institute for Governmental Service, Medicare, International City/County Managers Association, etc.	3 years then destroy.
106.	Employee Committee Records — Minutes, agendas, memorandums, recommendations, etc.	Permanent. Retain 5 years, then transfer to Maryland State Archives.
	<u>Safety and Health Records</u>	
107.	Occupational Safety and Health Act (OSHA) 300 Log — OSHA 300 Log and related forms	Current year plus 5 years then destroy.
108.	Occupational Safety and Health Act (OSHA) Records — Records required under OSHA unless retained by the City's medical provider	Duration of employment plus 30 years then destroy.
109.	Respirator Fit Testing Reports — Mask Type, size, fit testing results and accommodations	Until superseded then destroy.
110.	Chemical Information Lists — Identifies chemicals used, stored, distributed from or manufactured by the City, kept at each respective department location.	40 years then destroy.
111.	Material Safety Data Sheets (MSDS) — Kept at each respective department location	40 years then destroy.

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Item No.	Description	Retention
112.	<u>Policies and Procedures</u> Handbooks, manuals, directives and other written statements or summaries of policies and procedures governing personnel, human resources, safety and risk management	Screen annually and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer every 5 years to the State Archives. Destroy all other material when obsolete, superseded or no longer needed for operating or reference.

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Item No.	Description	Retention
113.	SECTION 7. MAYOR'S OFFICE General Correspondence — by subject arrangement (City of Westminster, Carroll County Government, State of Maryland, Internal Departments). Subject arrangement of original letters, copies of outgoing correspondence, memos and other material related to the running of the Mayor's Office	Screen and retain permanently any material that serves to document the origin, development, functions and accomplishments of the City. Transfer every 5 years to the State Archives. Retain all other material for current year and four proceeding years. Destroy oldest file at start of new current year.
114.	Recognitions and Proclamations	Permanent. Transfer every 4 years to the State Archives.

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Item No.	Description	Retention
	SECTION 8. PLANNING	
115.	Copies of general daily correspondence by subject arrangement (correspondence on development projects, Carroll County Government, State of Maryland and internal departments). Copies of original letters, copies of outgoing correspondence, memos and materials related to running of Planning Office	Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value. Transfer every 5 years to the Maryland State Archives.
116.	City Plans and Plat Books Master set of all construction drawings of streets, bridges, water and sewer lines and subdivision plats	Permanent. Transfer every 5 years to the State Archives.
117.	Original documents and correspondence from all development projects and plans including memos and also original documents and correspondence from General files referred to on a weekly basis	Permanent. Transfer every 5 years to the State Archives.
118.	Historic District Commission, Tree Commission, Administrative Adjustment Hearings, Good Cause Waiver Hearings — agenda of meeting minutes of proceedings with Commissions and activities and/or approval files	Permanent. Transfer every 5 years to the State Archives.
119.	Appointment books for Planning Director	Retain for two years, then destroy.

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Item No.	Description	Retention
	SECTION 9. CAPITAL CONSTRUCTION, PLANNING & PUBLIC WORKS	
120.	Construction drawings and plans <ul style="list-style-type: none"> A. Master set of all construction drawings of streets, bridges, water and sewer lines and subdivision plats B. Extra copies of plans and specifications 	Permanent. Transfer every 10 years to State Archives. Destroy when no longer needed for reference.
121.	Master sets of construction documents of the City capital Projects (specifications and drawings); As-built drawings	Permanent. Retain for the lifetime of the project, then transfer to the Maryland State Archives.
122.	Files pertaining to engineering, procurement and construction of the City capital projects	Retain for seven years after final completion of the project and final payment, then destroy.
123.	Files pertaining to the residential, commercial or industrial development projects within the City limits	Retain for 5 years after final completion of the project and releasing bond/surety money, then destroy.
124.	The City inspectors' daily reports and material testing. Company reports pertaining to the City capital projects	Retain for seven years after final completion of project, then destroy.
125.	The City Inspectors daily reports and material testing. Company reports pertaining to the development projects	Retain for five years after final completion of the project and releasing bond/surety money, then destroy.

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Item No.	Description	Retention
	SECTION 10. POLICE DEPARTMENT	
126.	General Correspondence — subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the Westminster Police Department	Screen annually and destroy that material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the Westminster Police Department and transfer every 5 years to the Maryland State Archives.
127.	Memos — this file contains all memos to and from the members of the agency, in reference to the daily operation of the department	Retain 2 years (current and Prior,) destroy all others.
128.	Personnel — this file is the complete work history on all employees, also employment applications. Office of records is Human Resources	Retain current and four preceding years. Destroy all others.
129.	Budget — This file contains information pertaining to the finances of the department and is used for the daily operation of the department; original is retained in the City Office	Retain 2 years, (current and Prior year) destroy all others.
130.	Statistical Reports — Monthly, quarterly and annual reports of productivity	Permanent. Retain for 2 years, then transfer to the Maryland State Archives.

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Item No.	Description	Retention
131.	Internal Investigations — this file contains investigations of complaints and charges against officers	Retain current and four proceeding years. Destroy all others.
132.	Payroll — contains copies of all time sheets, leave and overtime requests	Retain 2 years, (current and prior year). Destroy all others.
133.	Purchase Orders — copies of all purchase orders for department purchases; used as a reference for future purchases	Retain 2 years, (current and prior year). Destroy all others.
134.	Arrest Records — records of all adults arrested	Retain 15 years, then destroy.
135.	Juvenile Records — records of all juveniles arrested	Retain 15 years, then destroy.
136.	Offense Records — reports of criminal activity reported to the police department	Retain 15 years, then destroy.
137.	Incident Reports — reports of police activity on non-criminal matters; used to document action taken	Retain 2 years (current year and prior year). Destroy all others.
138.	Accident Reports — reports and photographs of all accidents that are reported to the Westminster Police Department	Retain 5 years, then destroy.
139.	Impound records — reports on all vehicles that are impounded	Retain 5 years, then destroy.
140.	Property — reports of all confiscated property that has been released and destroyed	Retain 5 years, then destroy.

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Item No.	Description	Retention
141.	Dissemination Log — records of all Criminal History Record Information that is released	Retain 3 years, then destroy.
142.	City Tickets (paid) — paid parking citations	Retain current and prior year. Destroy oldest year at start of new current year.
143.	City Tickets (unpaid) — unpaid parking citations	Retain current and four preceding years. Destroy oldest year at start of new current year.
144.	City Tickets (nolle prosequi)	Retain until end of current year then destroy.
145.	State Citations — all moving citations issued	Retain current and prior year. Destroy oldest year at start of new current year.
146.	State Civil Citations	Retain current and prior year. Destroy oldest year at start of new current year.
147.	Warning tickets	Retain until end of current year then destroy.
148.	Activity Sheets/Time Sheets	Retain current and prior year. Destroy oldest year at start of new current year.
149.	Electronic/audio recording of telephone and radio	Retain 90 days, thereafter erase to reuse the tape.
150.	Electronic video tape recording of cell area and exterior of the Westminster Police Department facility	Retain 90 days, thereafter erase to reuse the tape.

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Item No.	Description	Retention
151.	All case related audio or video tapes	Retain consistent with related case file and destroy under report guidelines.
152.	Criminal History Dissemination Records – Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems	Retain 5 years, and then destroy.
153.	Teletype files – Teletype messages from other agencies or information networked that are not placed in case, criminal analysis, or other scheduled department files	Destroy immediately after use.
154.	Intelligence Records — Records pertaining to anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations	Retain as long as administratively valuable. Review annually for need and further retention, then destroy.
155.	Uniform Crime Reporting — Statistical reports as required monthly by the FBI, detailing various criminal offenses	Retain permanently. Transfer every 5 years to State Archives.
156.	Fingerprint Cards — Cards made each time a person is arrested and charged	Retain 100 years at WPD, then destroy.
157.	Inquiry Records — Logs or similar hard copy record which detail inquiries entered in Criminal Justice Information System, National Crime Information Center, or other law enforcement information networks; or requests made to other agencies involving missing persons stolen vehicles and other property, etc.	Retain as long as administratively valuable. Review annually for need and further retention and then destroy.

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Item No.	Description	Retention
	SECTION 11. RECREATION AND PARKS	
158.	General Correspondence — subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, emails, policies and other materials related to the administration of the Westminster Recreation and Parks Department	Screen annually and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer every 5 years to the State Archives. Destroy all other material not needed for current business.
159.	Memos — this file contains all memos to and from the members of the agency, in reference to the daily operation of the department	Retain current and prior year. Destroy oldest year at start of new current year.
160.	Budget — this file contains information pertaining to the finances of the department and is used for the daily operation of the department; original is retained in the City Office	Retain current and prior year. Destroy oldest year at start of new current year.
161.	Cash Receipts — this record series consist of, but not limited to the following: A. Cash Register Tapes B. Day Sheets	Retain for the period specified below, then destroy. Current year. Current year.
162.	Registration Forms & Membership Agreements — This record series consists of, but not limited to the following: A. Membership Agreements B. Camp Enrollment Forms C. Special Event Forms D. Pool Membership Agreements	Retain for the period specified Below, then destroy: Current year plus three years. Current year plus two years. Current year plus two years. Current year plus two years.
163.	Purchase Orders — copies of all purchase orders for the department purchases, used as a reference for future purchases	Retain current and prior year. Destroy oldest year at start of new current year.

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Item No.	Description	Retention
164.	SECTION 12. STREET DEPARTMENT	
	Maintenance Records	
	A. Vehicle Maintenance Records	Retain until vehicle is replaced, then destroy.
	B. Equipment Maintenance Records	Retain until equipment is replaced, then destroy.
	C. Records of Maintenance of Daily Street Operations	Retain for 5 years, then destroy.
165.	Street Department Policies and Procedures	
	A. Standard Operating Procedures	Screen annually and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer every 5 years to the State Archives. Destroy all other material that is obsolete.
	B. Memos	Retain 5 years, then destroy.
	C. Special Event Permits	Retain 5 years, then destroy.
	D. Flagger Training	Retain 5 years, then destroy.
	E. Safety Meetings Sign in Sheets	Retain current year plus 10 years, then destroy.

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Item No.	Description	Retention
	F. Material Safety Data Sheets (MSDS)	Retain for 30 years after use of chemical has stopped, then destroy.
	G. Daily Task Sheets	Retain current year plus five years, then destroy.
	H. Vehicle Travel Logs	Retain current year and one year, then destroy.
166.	Scrap Tire Report	Retain current report until replaced, then destroy.
167.	Vehicle Traffic Counts	Retain for five years, then destroy.
168.	Personnel Records	
	A. Absent Report	Retain one month, then transfer to payroll.
	B. Letters of Discipline	Retain one month then transfer to Human Resources.
	C. Letters of Appreciation	Retain one month then transfer to Human Resources.
	D. Leave Request	Retain 13 months, then destroy.
169.	Parking Garage Surveillance Video	Send CD to Police Department of any suspicious activity for investigation. Retain all other CD's for 5 years, then destroy.
170.	Parking Meter Maintenance Data	Retain for 5 years, then destroy.

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Item No.	Description	Retention
	SECTION 13. WASTEWATER DEPARTMENT	
171.	Monthly Operating Reports (MOR's)	10 years, then destroy.
172.	Daily Monitoring Reports (DMR's)	10 years, then destroy.
173.	Sludge Analysis and Application Records	10 years, then destroy.
174.	Laboratory Test Results	10 years, then destroy.
175.	Material Safety Data Sheets	30 years, then destroy.
176.	Employee Safety Tests	2 years, then destroy.

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Item No.	Description	Retention
	SECTION 14. WATER TREATMENT PLANT	
177.	Operating Reports, Lab results, Daily Work Sheets	Current plus 10 years, then destroy.
178.	Memos, E-mails (which are printed and filed) letters related to operations	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that services to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
179.	Material Safety Data Sheets	40 years and until no longer in use then destroy.

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Item No.	Description	Retention
180.	SECTION 15. ZONING ADMINISTRATOR Zoning correspondence and written certifications	Screen and retain permanently any material that serves to document the origin, development, functions and accomplishments of the Agency. Transfer every 5 years to the State Archives. Retain all other material for five years, then destroy.
181.	Zoning Opinions and Decisions	Permanent. Scan after five years. Transfer paper and scanned images to State Archives every five years in accordance with Archives rules and regulations.
182.	Board of Zoning Appeals Files	Permanent. Scan or Microfiche decisions five years after appeals have been exhausted. Transfer electronic and paper copies to State Archives every five years in accordance with Archives rules and regulations.
183.	Building Permits, Zoning Correspondence, and any other electronic logs hereafter created	Permanent. Transfer every 5 years to State Archives in accordance with Archives rules and regulations.

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184.	Zoning Text Amendment Files — correspondence, maps, legislative history, public notices, petitions, decisions	Permanent. Retain for 5 years or until no longer needed for current business, whichever is longer, then transfer every 5 years to the Maryland State Archives.
185.	Local and Sectional Map Amendment Files — correspondence, maps, plats, metes and bounds descriptions, petitions, public notices, decisions	Permanent. Retain for 5 years or until no longer needed for current business, whichever is longer, then transfer every five years to the Maryland State Archives.
186.	Building Permits	Permanent. Scan or microfiche after five years. Transfer paper and microfiche or scanned images to State Archives every five years in accordance with Archives rules and regulations.

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